

REQUEST FOR APPROVAL OF
RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of
the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
Health Services		GS# 82000
DIVISION, BUREAU OR OTHER UNIT		
Legal Services - Toxic Substances Control Division		
ADDRESS		
400 P Street, 4th Floor, Sacramento, CA 95814		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
160	8	March 8, 1988
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>William F. Soo Hoo</i>	Assistant Chief Counsel	March 30, 1988

William F. Soo Hoo

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR		
<i>William F. Soo Hoo</i>		
TITLE	DATE	TELEPHONE
Chief, Records Mgt. & Administrative Support Sect.	6-7-88	2-6587

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. 72. (Per Government Code Section 14755.)

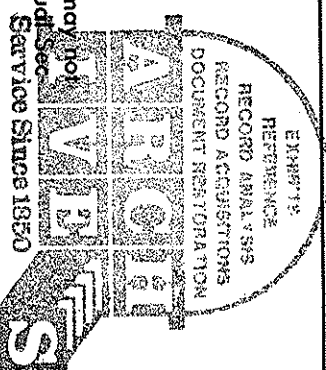
Columns 1-13 and 15 only.

SIGNATURE	APPROVAL NUMBER
<i>William F. Soo Hoo</i>	88-321
TITLE	DATE
RMG	6-9-88

PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives.

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual, Section 1614)


SIGNATURE—CHIEF OF ARCHIVES

DATE

JUN 22 1988

OFFICE OF LEGAL SERVICES
TOXIC SUBSTANCES CONTROL DIVISION

The Office of Legal Services represents the Toxic Substances Control Division in the review, preparation and negotiation of administrative enforcement actions and litigation on behalf of the Department. The attorneys also appear at administrative hearings before boards and commissions, including contract protests. They also prepare legal opinions on complex and sensitive issues and draft and review legislation and proposed regulations on a variety of enforcement issues.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 1	OF 8 PAGES
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			ADMINISTRATIVE RECORDS								Retention criteria for all records listed is the decision of the Asst. Chief Counsel, unless otherwise noted.
			Activity Reports								
1.	.5	Hold/Notify Archives	Annual	P		2			2		
2.			Monthly	P		2			2		
3.			Weekly	P		2			2		
4.		Hold/Notify Archives	Conferences, Committees and Meetings. (Includes agendas and minutes.)	P		2			2		
			Equipment and Supplies								
5.	.5		Purchase Requests	P		Active +1			Active +1		
6.			Service Orders	P		Active +1			Active +1		Becomes inactive after requests are received.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-88)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 2	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7) (Triple-space between items)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Financial</u>								
7.	1.0		Audits	P		2		2	4		
8.			BCPs (Budget Change Proposals)	P		2		2	4		
9.			Budgets	P		2		2	4		
10.			Contracts (copies) (Original contracts maintained in Office of Procurements and Contracts	P		Active +2			Active +2		Becomes inactive when contract terminates.
			<u>General Correspondence</u>								
11.	1.5		Board of Control Claims	P		Active +2	13		Active +15	XI	PRA 6254; IPA 1798.40. H&S Code §25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310). Becomes inactive after cases are closed.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 3	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple-space between items) (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			General Correspondence (Cont'd)								
12.	.125	Hold/Notify Archives	Legal Opinions	P		Perm			Perm	X	Retain for Law Library Research. Opinions could be used for future litigation. PRA 6254, IPA 1798.40.
13.	.5	Hold/Notify Archives	Litigation Report	P		2			2		
14.	2.0	Hold/Notify Archives	Misc. General Corres. Subject Files (Includes public records requests, decision memos, etc.)	P		2		3	5		
15.	3.5	Hold/Notify Archives	Toxic Wastes General Subject Files (Includes Permitting, Site Cleanup, Superfund, etc.)	P		2		3	5		
16.	1.5		Chronos	P		2			2		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 4	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
17.	.125	Hold/Notify Archives	<u>Legislation and Regulations</u>	P		2			2	X	PRA 6254(L)
			<u>Organization</u>								
18.	.125	Hold/Notify Archives	Charts	P	Active				Active		Becomes inactive when superseded.
19.		Hold/Notify Archives	Delegation Orders	P	Active				Active		Becomes inactive when superseded.
			<u>Personnel</u>								
20.	.5		Affirmative Action Plans	P	Active				Active		Becomes inactive when superseded.
21.			Duty Statements	P	Active				Active		Becomes inactive when superseded.
22.			Employee Records (includes Probs.)	P	Active				Active	XI	Becomes inactive when employee transfers or termi- nates. PRA 6254; IPA 1798.40.
23.			Interview Documents (includes score sheets, applications)	P		2			2	X	Govt. Code 12946 for applications; PRA 6254; IPA 1798.40.

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)
Health Services GS# 82000		160	March 8, 1988
ORGANIZATIONAL UNIT		PAGE	OF PAGES (4)
Legal Services-Toxic Substances Control Div.		5	8
ADDRESS (number, street, city)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
400 P Street, 4th Floor, Sacramento			

ITEM NUMBER (Triple-space between items) (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Personnel</u> (Cont'd)								
24.			Time Sheets	P		Active +2		13	Active +15	XI	PRA 6254; IPA 1798.40. Health & Safety Code § 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial. (Code of Civil Procedures 583.310.) Becomes inactive after cases are closed.
25.			Training	P		2			2	XI	PRA 6254; IPA 1798.40.
26.	.5		Travel Claims	P		Active +2		13	Active +15	XI	PRA 6254; IPA 1798.40. Health & Safety Code § 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 6	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
27.		↓	Travel Claims (Cont'd)								current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310). Becomes inactive after cases are closed.
			<u>Policy and Procedure Manual</u>	P		Active			Active		Becomes inactive when superseded.
28,	1.0		<u>Remedial Action Orders</u> (Final notices sent to responsible parties under Superfund law, H&S § 25356, to clean up their sites.)	P		Active		15	Active +15		Health & Safety Code §25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial. (Code of Civil Procedure 583.310.) Becomes inactive after cases are closed.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Services GS# 82000		SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.		PAGE 7	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
29.	1.0 ↓		<u>Records Management</u>								
			Annual Reports (IPA and Records Holding)	P		2			2		
30.			Quarterly Records Destruction	P		2			2		
31.			Records Retention	P		Active			Active		Becomes inactive when superseded or 5 years whichever comes first.
32.			Transfer Lists	P		Active			Active		Becomes inactive when records are destroyed. Transfer list is then attached to the appropriate records destruction memo in Item #30.

DEPARTMENT (1) Health Services		GS# 82000	SCHEDULE NUMBER (2) 160	DATE (3) March 8, 1988
ORGANIZATIONAL UNIT Legal Services-Toxic Substances Control Div.			PAGE 8	OF 8 PAGES (4)
ADDRESS (number, street, city) 400 P Street, 4th Floor, Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
33.	15		<u>Site Specific Case Files</u> Inactive case files to be sent to long term storage. (Other site specific files are to be maintained in Central Files of the Toxics Division and included on their Records Retention Schedule.)	P		0		15	15	X/XA	PRA 6254, IPA 1798.40, PRA 6254.7 Health and Safety Code 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310_).
Total Cubic Feet - 29.38											